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AVAILABLE FROM	Chip Taylor Communications, 2 East View Drive, Derry, NH 03038-4812 (running time 15 minutes, $79.99). Tel: 603-434-9262; Tel: 800-876-2447 (Toll Free); Fax: 603-432-2723; e-mail: sales@chiptaylor.com; Web site: http://www.chiptaylor.com.
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ABSTRACT

This 15-minute videotape offers a motivational staff development program for teachers. Four segments focus on: (1) preparing for the teacher's absence (e.g., knowing the school's policy and protocol, preparing a safety kit for the substitute teacher, and keeping a box of learning materials available for the substitute); (2) effective learning tools (e.g., brainstorming, categorizing, and chunking); (3) display techniques (e.g., hanging items with magnets, tacks, sticky-backed Velcro, reverse masking tape, a foldable clothes drying rack, or a skirt hanger; decorating with wrapping paper, wallpaper, or a shower curtain; and using fishing line to hang artwork); and (4) building success with parents and guardians (e.g., sending home a welcome letter, participating in meet-the-teacher night, phoning parents with good news, and creating effective teacher conferences by planning ahead, involving students, making parents comfortable and welcome, focusing on student progress, sticking to the schedule, and ending the conference with plans for follow-up and ongoing communication). (SM)

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